



## PR/159180 | Senior Accounts Executive

### Job Information

**Recruiter**[JAC Recruitment Malaysia](#)**Job ID**

1548143

**Industry**

Audit, Tax Accounting

**Job Type**

Permanent Full-time

**Location**

Malaysia

**Salary**

Negotiable, based on experience

**Refreshed**

July 8th, 2025 16:36

### General Requirements

**Minimum Experience Level**

Over 3 years

**Career Level**

Mid Career

**Minimum English Level**

Business Level

**Minimum Japanese Level**

Business Level

**Minimum Education Level**

Associate Degree/Diploma

**Visa Status**

No permission to work in Japan required

### Job Description

#### Company and Job Overview

There are expanding accounting firms at KL Centre are dedicated to providing top-notch financial services to their diverse clientele. As they continue to grow, they are seeking diligent and detail-oriented Accounts Staff to join their team and contribute to their success. The Accounts Staff will be responsible for managing bookkeeping tasks and ensuring the accurate and timely closing of accounts. This role is crucial in maintaining the financial integrity of our clients' records and supporting the overall financial operations of the firm.

#### Job Responsibilities

Maintain accurate and up-to-date financial records, including recording transactions, reconciling accounts, and managing ledgers.

Assist in the monthly, quarterly, and annual closing processes, ensuring all financial statements are prepared accurately and on time.

Prepare and generate financial reports, including balance sheets, income statements, and cash flow statements.

Ensure compliance with accounting standards and regulations, conducting regular audits and reviews.

Communicate with clients to gather necessary financial information and provide updates on their accounts.

Job Requirements

Bachelor's degree in Accounting, Finance, or related field.

Minimum of 2 -5 years of experience in bookkeeping or accounting roles.

Strong knowledge of accounting principles and practices.

Excellent attention to detail and organizational skills.

Strong communication and interpersonal skills.

#LI-JACMY

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Company Description